

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Payroll	SECTION: P POLICY: 1
DATE: September 2004 REVISION DATE: November 2011, March 2017	Administrator's Signature: _____	

PAYROLL

Staff are paid by direct deposit which is transmitted to the appropriate financial institution on the Wednesday following the pay period end date.

The bi-weekly pay period runs from Sunday of 1st week to Saturday of the 2nd week.

Any payroll errors should be reported immediately to the Chief Financial Officer & Human Resources Specialist.

Payroll Deductions

Income Tax, Employment Insurance, Canada Pension will appear on each cheque.

Other deductions (if applicable) will be:

- Drug Plan
- Voluntary AD&D
- Dental
- Staff Purchases
- RRSP's
- Extra Tax
- Credit Union
- Ontario Health Tax

All staff and management personnel shall be able to accumulate time in lieu with prior approval from the Department Leader, or in the case of the Department Leader, the Administrator. Such time may be taken with approval(s) as noted above.